

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

9. Is the project aware of the Performance Measures and reporting timeline for ARRA funded programs:

- Reporting of Performance Measures will be accomplished using BJA's Performance Measurement Tool (PMT);
- PMT reports must be completed on a quarterly basis (i.e., July 15, October 15, January 15, and April 15) for the life of the grant; and
- Failure to submit PMT reports by the due date could result in the project's award being suspended and/or revoked.

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Comments: The program acknowledged that they were aware of the reporting processes and dates of the PMT reports, and failure to comply with the process can result in the grant award being suspended or revoked.

10. For existing staff positions, does the project have documentation that the position would have been eliminated if not for Recovery Act funding?

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Documentation may include:

- Budget comparisons and/or projections before and after the Recovery Act award date
- Formal layoff recommendations and retractions (memos, reports) or
- Minutes of formal meetings where official budget decisions were made.

Comments: The program acknowledged that they were aware that they were required to maintain documentation that the position would have been eliminated or is newly created, without ARRA funds. The program was also aware that they must retain source documentation of formal layoff notices, formal meetings where official budget decisions were made. Additionally, the program informed Cal EMA staff that the created positions had not been filled at the time of the site visit.

SECTION IV - ADDITIONAL COMMENTS:

NOTES: